

Policy Title	Classroom Attendance
Policy Number:	ADM 2.08
Department:	SOMI
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 2

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to take classroom attendance. Punctual and regular attendance to classroom instruction is an essential responsibility of each student.

III. Purpose

The purpose of this policy is to outline classroom attendance requirements.

IV. Scope

This policy applies to all students enrolled in SOMI.

V. Policy Details

Attendance is mandatory at the Radiologic Technology Orientation sessions offered prior to the start of the program in August.

Attendance

- A student who wishes to observe a religious holiday that will conflict with class responsibilities will follow policy as stated below.
- A student is held responsible for all material covered in class even when absent from the class.

Tardiness

- Tardiness in classes will not be tolerated.
- Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.
- Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.

Tests/Exams

- A student has the opportunity for 4 make-up tests (total for all enrolled courses) per semester. The 5th and all subsequent test(s) missed will result in a zero (0) for the test(s).
- A student who is absent for a course when a test is scheduled must take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as "Make-up Time".
- A student who knows in advance that he/she will be absent on a test day may take the test early, if approved by course instructor and occurs during the time posted on the schedule as "Make-up Time".
- It is the responsibility of the student to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within timeframe indicated above. Make-up testing will occur ONLY during the time posted on the schedule as "Make-up Time".
- Once a student reaches the maximum number of allowable make-up tests (4) for a semester, the student will be notified in writing by the Dean.

Assignments

- Missed assignments are due within 48 hours (or two (2) school days, not didactic days) of the student's return to school. A grade of zero may be given if class work and assignments are not made up within 48 hours or 2 school days.

- A student missing over 20% of classes for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.
- See course syllabi as some courses may have more specific class attendance requirements.
- A student that is called upon for jury duty must provide documentation to the Dean for the absence(s) not to count against them.
- Issues of extenuating circumstances (i.e., military/reservists) ONLY will be considered by the Dean on an individual basis.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	12/1/2002	N/A	Classroom Attendance	N/A	CDDAA
1.1	6/5/2021	N/A	New Template & Revisions	1.0	CDDAA
2.0	6/8/2022	N/A	Revisions	1.1	CDDAA

2.1	8/1/2023	N/A	New Template	2.0	CDDAA
2.2	12/7/2023	12/7/2026	Revisions (COVID-19 References	2.1	CDDAA
1	2/25/2026	2/25/2029	Revisions and Compliance 360 version/Ownership Changed	2.2	Dean of Enrollment Management
1	2/25/2026	2/25/2029	Version Changed – BSMH Template Adopted	2.2	Dean of Enrollment Management

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.